

# MERIDIAN TOWNSHIP POLICE DEPARTMENT GENERAL ORDER

Subject: <b>MASTER POLICE OFFICER</b>	General Order: 248
Effective Date: January 27, 2017	Distribution: Sworn Personnel

## I. PURPOSE

This general order is to establish the criteria and qualifications for the position of Master Patrol Officer (MPO).

## II. POLICY

It is the policy of the Meridian Township Police Department to recognize exemplary performance of patrol officers and their long-term commitment to Meridian Township and its citizens. In order to do this, the Department will offer patrol officers an opportunity to be recognized as a MPO. The MPO program provides a distinct career tract for officers who have gone beyond the minimum requirements of their jobs and who desire to be recognized for their extra efforts.

## III. PROCEDURES


- A. Officers interested in becoming a MPO must meet certain criteria prior to being considered for the position. They are as follows:
1. Officers must have a minimum of ten years of experience as a Meridian Township Police Officer.
  2. Officers must be nominated for the position by a supervisor or command officer.
  3. Officers must have a minimum of two special assignments during their career.
  4. Officers must have a cumulative total of 25 MPO points as outlined in the MPO worksheet (Appendix A).
- B. The nominating supervisor shall notify the officer of their intent to nominate them for MPO. They shall fill out the MPO worksheet together to determine if the officer qualifies. Nominating supervisors should take job performance, yearly evaluations, general appearance, leadership qualities, job knowledge, attitude, and attendance among other qualities into consideration when nominating an officer.
- C. The nominating supervisor shall then submit the MPO worksheet to the Chief of Police before the end of the calendar year. The nominations shall be discussed by the supervisors at a monthly staff meeting. If the supervisors concur the officer is qualified to be a MPO, the officer shall be notified. The final decision shall rest with the Chief.

- D. At the January staff meeting, each MPO's performance will be reviewed. If the MPO's performance continues to be exemplary, their status as a MPO will continue. Should the MPO not meet the criteria for MPO subsequent years their appointment will be withdrawn. Each MPO shall be notified of their continued status.
- E. MPOs are expected to represent the Meridian Police in a positive manner both on and off-duty. Officers may lose their MPO status for any of the following reasons:
1. Officer is placed on a Personal Improvement Plan for unacceptable performance.
  2. Officer receives a Needs Improvement rating on his/her yearly evaluation.
  3. Officer is suspended from duty.
  4. Officers may also lose their status as a MPO for any other action or activity the Chief deems unacceptable.
  5. The final decision to remove an officer's status as a MPO rests with the Chief.
- F. Recognition
- MPOs shall be recognized by an enhanced nameplate for their uniform.
- G. No compensation, monetary or otherwise, shall be associated with the title of MPO.

#### IV. CANCELLATIONS

None

Authorized by:



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David Hall, Chief of Police

Index as:

Master Police Officer

*Application: This directive constitutes department policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law.*

**APPENDIX A**

Officer's Name: \_\_\_\_\_

Nominating Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Total Amount of Master Police Officer Points: \_\_\_\_\_

**Once you complete the following worksheet, please add up all of your points and put the total number of points in the above space. A total of 25 points is necessary for consideration as a Master Police Officer**

Please circle your highest level of education and the corresponding points.

Associates Degree 2 points

Bachelor's Degree 4 points

Master's Degree 6 points

PhD 8 points

Please list any award you have received in your career. Each award is worth 2 points. Put the total amount of points on the last line. Your total points may not exceed 6 points.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Total Points = \_\_\_\_\_

For every 5 years of experience beyond your first ten years you will be awarded 2 points.

**Total Points.** \_\_\_\_\_

For each year you were not involved in an accident in which you were at fault you will receive 2 points. This must have occurred within the past 5 years. Your point total may not exceed 4 points. **Total Points.** \_\_\_\_\_

For each year you had no citizen complaints sustained you will receive 2 points. This must have occurred within the past 5 years. Your point total may not exceed 4 points.

**Total Points.** \_\_\_\_\_

For each year you have passed the physical fitness test you will receive 2 points. This must have occurred within the past 5 years. Your point total may not exceed 4 points.

**Total Points.** \_\_\_\_\_

For each year you used 24 hours of sick time or less you will receive 2 points. This must have occurred within the past 5 years. Your point total may not exceed 4 points.

**Total Points.** \_\_\_\_\_

Please list any special assignment you have worked in your career. Put the total amount of points on the last line. Your total points may not exceed 12 points.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
**Total Points =** \_\_\_\_\_

**\*\*\*Special Assignments\*\*\***

4 Point Assignments

- Field Training Officers
- Investigations Unit
- SRT Members
- Canine Officers

3 Point Assignments

- Range Officers and Simmunition Instructors
- Background Investigators
- Accidents Investigators
- Crime Scene Investigators
- DARE Officers
- Motorcycle Officers
- Court Officer
- Undercover Assignments
- Arson Investigator

2 Point Assignments

- Police Advisory Committee Members
- Recruiting Officers
- Defensive Tactics Instructors
- PBT Maintenance
- Radar/Laser Instructors
- Cadet Supervisors
- SFST Instructors
- CPTED Operator
- Taser Instructor
- Mountain Bike Patrol
- Union Board Representatives
- Driving Instructors
- Gas Mask Fit Tester

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To be completed by the Chief of Police

Nomination Accepted?    Yes      No

Date: \_\_\_\_\_

Signed: \_\_\_\_\_